

**Town of Westford  
Timeline  
Annual Town Meeting Saturday, May 9, 2009  
& Monday May 11, 2009, if needed**

**Tues. Jan 13, 2009**      **Town Manager submits FY10 Budget to  
Selectmen and Finance Committee**

*Mon. Jan 19, 2009*      *Martin Luther King, Jr. Day*

**Tues. Jan. 27, 2009**      **FY10 Annual Town Meeting Warrant opens**

**12:00 noon** - Brief descriptions of all proposed  
Warrant articles due to the Town Manager's Office

**Fri. Feb 6, 2009**      Deadline for submittal of all street acceptance  
application materials to Permitting Office and  
related town meeting petition article(s) to the  
Selectmen. (at least 90 days prior to Town  
Meeting)

All proposed new or amended general bylaws due  
to the Bylaw Review Committee with a copy to  
the Town Manager's Office.

*Mon. Feb. 16, 2009*      *Presidents Day*

**Tue. Feb. 17, 2009**      Deadline for the submittal of completed warrant  
articles and motions to the Town Manager's  
Office.

**Tues. March 3, 2009**      Annual Town Meeting Warrant closes (Selectmen  
announce this date at a previous meeting).  
Selectmen may opt to close the Warrant later, at  
their next meeting.

**Bylaw: Ch. 51.D – The Selectmen  
shall not be required to accept any  
article for inclusion in the warrant  
for the Annual Meeting unless  
received by them on or before the  
first Tuesday of March.**

**12:00 noon** - Deadline for any petition articles  
with supporting documentation to be submitted to  
the Selectmen's Office

**Tues. March 10, 2009**      Selectmen decide the order of the articles

Town Manager submits FY10 budget to Selectmen and Finance Committee

**Fri. March 13, 2009**      **5:00pm** - Deadline for Planning Board to submit public hearing notices to Westford Eagle

Warrant Articles and Motions are submitted to Town Counsel for review.

**Tues. March 17, 2009**      **5:00pm** - Deadline to submit nomination papers for the May 5 Town Elections to the Town Clerk's Office for certification (7 weeks prior to election).

**Wed. March 18, 2009**      Town Meeting warrant and motions back from Town Counsel

**Thurs. March 19, 2009**      First Planning Board Public Hearing notice(s) appear in Westford Eagle (at least 14 days before hearing date as required by law)

**Tues. March 24, 2009**      Selectmen discuss wording and vote on any proposed ballot question(s)

Selectmen sign Annual Town Meeting Warrant.

**Thurs. March 26, 2009**      Second Planning Board Public Hearing notice(s) appear in Westford Eagle.

**Tues. March 31, 2009**      **4:00pm** - Deadline for Selectmen to submit written notice of ballot question(s) to Town Clerk (MGL Ch.54:42C – at least 35 days prior to election)

**Mon. April 6, 2009**      Planning Board opens Public Hearing(s) on zoning and scenic road bylaw petitions.

**Tues. April 7, 2009**      Deadline to mail notice of street acceptance and layout public hearing to abutters (at least 7 days before the public hearing) and file with Town Clerk.

*Wed. April 8, 2009*      *Passover begins at sundown*

*Fri. April 10, 2009*      *Good Friday*

*Sun. April 12, 2009*

*Easter Sunday*

**Mon. April 13, 2009**

Finance Committee Report goes to the printer (this is a firm deadline, so the warrant needs to be finalized!)

**Tue. April 14, 2009**

Selectmen open Street Acceptance and layout public hearing.

**Wed. April 15, 2009**

**8:00pm** - Voter registration and party enrollment change deadline for Annual Town Election and Meeting.

*Mon, April 20, 2009*

*Patriots Day holiday*

**Tues. April 21, 2009**

Planning Board closes hearings on zoning and scenic road bylaw articles. (Because this is less than 21 days prior to Town Meeting, the Planning Board is required by state statute to make a report of its recommendations on zoning articles to Town Meeting)

**Wed. April 22, 2009**

**9:00am** - Motion Meeting: BOS & FinCom Chairs, Moderator, Town Manager, Asst. Town Mgr, Town Counsel, Finance Dir., Town Clerk

**Fri. April 24, 2009**

All reports & records to be voted on at town meeting to be available to the voters. (Bylaw Chapter 51.1.E)

Annual Town Meeting Warrant posted in Town Hall, post offices and the library and on the web

Deadline to file approved street layout plan with the Town Clerk (*formerly at least 7 days prior to Town Meeting* per MGL Ch. 82, Sec. 22)

Finance Committee Report available to voters on line and at the library.

Motions are available on the web and at the Town Clerk's Office.

January 20, 2009

**Mon. April 27, 2009**

Motions available to the public

Deadline for mailing Finance Committee Report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting")

**Tues. May 5, 2009**

Town Election

**Sat. May 9, 2009**

**Annual Town Meeting**

**Mon. May 11, 2009**

**Annual Town Meeting**, continued, if necessary